



## Request for Proposal Town Hall Cafe

The City of Canning is seeking proposals for the operation and management of the Town Hall Cafe:

**Request No. FM.O37.249**

**Deadline:**  
**2:30pm (AWST) Tuesday 17 September 2024**

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**Request Documents & Contract Requirements:**

Are available from the City of Canning's eProcurement website:  
<https://portal.tenderlink.com/canning>

**Enquiries:** Tammey Chappel, Coordinator Contracts & Procurement by e-mail:  
[procurement@canning.wa.gov.au](mailto:procurement@canning.wa.gov.au)

**Mandatory Site Inspection:** A mandatory briefing is to be held on Tuesday 27 August 2024 at 11:00am (AWST). The location of the meeting is at the Canning Town Hall, Cnr Wharf Street & Albany Highway, Cannington WA. Attendance is to be confirmed by contacting Tammey Chappel, Coordinator Contracts & Procurement by email to [procurement@canning.wa.gov.au](mailto:procurement@canning.wa.gov.au) no later than 4:00pm Friday 23 August 2024. Failure to attend this mandatory meeting will render the Respondent ineligible to submit a response.

**Lodgement:** Responses must be lodged using the City's eProcurement website:  
<https://portal.tenderlink.com/canning>

All electronic submissions files shall be clearly named with the City's Request Number as stated above and the Respondent's Name; and lodged by the specified time and date.

No late, telephoned, faxed, mailed, electronically mailed or hand delivered tenders will be accepted.

Any Respondent found to have canvassed City of Canning officers or elected members will be disqualified from the tender process.

Michael Littleton  
Chief Executive Officer